

LEON COUNTY, FLORIDA TRAVEL REQUEST FORM

Attachment # 1

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Traveler's Name: Cliff Thael Traveler's Title: Commissioner

Department Name: BOCC Division Name: _____

Destination: Orlando, Florida

Purpose of Trip: To attend Florida Association of Counties Annual Conference

Departure Date: 17-Jun-03 Time: 7:00 a.m.

Return Date: 20-Jun-03 Time: 6:00 p.m.

ITEM	ESTIMATED EXPENSES
Lodging	
Meal Allowance for Meals NOT Included in Registration Fee (attach agenda):	
Breakfast \$3	\$15.00
Lunch \$6	\$30.00
Dinner \$12	\$36.00
Per Diem in Lieu of Actual Expense(s) for Meals and Lodging at \$12.50 Per Quarter of each Day	\$
Common Carrier (e.g. Air, Plane, Bus)	
Rental Car - rental fee	\$
Fuel for Rental or County Owned Vehicle	\$
Use of Personal Vehicle:	
No. of miles per official DOT mileage map (attach documentation if calculated by other than DOT map)	486
Travel miles times \$.29 per mile	140.94
Est. # of Vicinity Miles: (Allowable for official business, but must be requested separately)	
Vicinity miles times \$.29 per mile	\$
Registration	\$225.00
Miscellaneous Expenses:	
Limousine/Taxi Fares	
Public Transportation	
Parking	\$
Communications -- (only calls/faxes for county related business may be reimbursed)	
Other Miscellaneous Allowed by Policy	\$
TOTAL ESTIMATED EXPENSES	\$446.34

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Account Number(s) to be Charged for Trip:

Account Number:	Amount:
001-107-54000-511	\$446.34

If a check is requested for an advance or prepayment, complete the following section. (NOTE: The

Purchasing Card may also be used for this purpose in lieu of requesting checks.)

Amount	Account Number	Vendor Number	Payable To:		Check One:	
			Name:	Address:	Mail	Pickup

APPROVAL SIGNATURES

Traveler: B. J. Smith

Date: 5/29/03

Supervisor/Division Director: _____

Date: _____

Department Director: _____

Date: _____

County Administrator: _____

Date: _____